

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON 25, D. C.

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September 15, 1950

MEMORANDUM

TO: Section Centers, Hydroclimatic Inspectors, Field Aides,
WRFC's, and River Centers.
(With copies to Regional Offices for Information.)

FROM: Chief, C&HS Division

SUBJECT: Climatological Service Memorandum No. 15.

INSTRUCTIONS

1. COOPERATIVE OBSERVERS BULLETIN (REFERENCE: CSM NO. 13, ITEM 1 AND CSM NO. 12, ITEM 1): Biographical sketches, pictures, and observer listings are coming in satisfactorily. We would like to have all this material in before long so that the work of preparing copy may get under way. After the bulletin has been printed, we plan to return to the Section Centers all photographs furnished us.

The following practices, used by a number of Section Centers, are helpful to us in arranging the material for publication:

- (a) List observers in the 10-20 year group alphabetically by station.
- (b) For all the other groups, put each story on a separate sheet, and head it with the observer's name and station.
- (c) Arrange the stories into groups and label each group, as 20-30 years, 30-40 years, etc.
- (d) Arrange the stories in each group alphabetically by stations.

A number of favorable comments on the proposed bulletin have been received from Section Centers. We favor the title "The Cooperative Weather Observer" although we are still open to suggestions on this point.

2. COMPREHENSIVE CSM INDEX (REFERENCE: CSM NO. 14, ITEM 1): The CSM Index covering issues No. 1 through No. 15 is being distributed with this CSM. We plan to bring this index up to date from time to time. Items have been cross-indexed and have been divided into two groups, "Instructions" and "General".

3. ANNUAL ACKNOWLEDGMENT FOR COOPERATIVE OBSERVERS (REFERENCE: CSM NO. 7, ITEM 2): The Central Office is again having printed a supply of annual acknowledgments to substation observers. They will be suitable for mailing to all types of substation observers, such as voluntary or paid climatological, hydrologic, river or marine observers, etc.

An effort will be made to have these greetings available by September 30, 1950, in order for them to be used effectively for ship observers. All supervising offices should report promptly to the Regional Office the number of copies desired. The Regional Office will then report to the Central Office the total number of copies needed for the region. As soon as the acknowledgments are printed they will be sent to the Regional Offices for distribution.

4. FORMS 1006 AND 1009: The revised forms have been received from the GPO and sent to Regional Offices for distribution. Section Centers are reminded that use of the weekly Form 1009 should be discontinued by January 1, 1951. Use of the old monthly forms WB Form 1009 Rev. 1948, and WB Form 1006 Rev. 1948 should also be discontinued by January 1, 1951, since use of uniform sized monthly forms will simplify filing.
5. STATION NAMES: This item presents a resume of instructions for naming stations. They are listed here since the Section Director is responsible for assigning station names. It is not desired that any wholesale changes be made in existing station names as a result of this summary of instructions. These instructions should, however, be considered when stations are relocated or established or as Climatological Data base maps are revised.

Whenever practicable, stations should be designated by the name of the nearest community or post office name recognized in the Rand-McNally Atlas. This name is then the primary station name, and, if the station is located in the town and it is the only one in the town, this primary name is the only name required. Examples are Weldon, Woodland, Winnfield, etc.

When there is more than one station within the same city or town limits use the primary name with a locally accepted secondary name for each station. Examples are Houston Barker, Houston Deer Park, etc.

When there are two or more stations within a town and there is no accepted local secondary name or the stations are so close together as to have the same secondary name, it will be necessary to use the primary name with postscript numbers 1, 2, 3, etc. to distinguish each station. Postscript numbers should be used only as a last resort.

Whenever a station is outside the limits of a city or town

(whether or not it is the only station using the name of the town as a primary name) the locally accepted secondary name also should be used, if one is available, as Olympia Priest Pt. Park. If no locally accepted secondary name is available the distance in miles and direction from the post office should be made a part of the station name, as Kahlotus 4SW. Do not use "nr" to indicate "near". Do not use both a secondary name and distance and direction for any one station.

The type of station should not be indicated in the name itself, with the following exceptions:

1. For Civil Aeronautics Administration stations the letters CAA or CAA AP should follow the station name, as Greenwood CAA AP.
2. For Weather Bureau first and second-order stations the terms WB AP, WB City, or WB Awy should supplement the primary name. WB should be used for isolated Weather Bureau stations where "Airport" or "City Office" does not apply.

If instruments are located or are moved to sites different or distant enough to affect the local climatological record, different station names or secondary designations should be used for each site. The following criteria may be used as a guide in deciding whether a new name should be used after a move:

- a. Distance between sites of 5 miles or more.
- b. Difference in elevation of 100 feet or more.
- c. Moved from one post office, town, or city to another.
- d. Post Office, town or city name changed.

The above criteria are merely tentative guides, not hard and fast rules. A new name should be assigned whenever the Section Director feels that the change in station is sufficient to affect the records.

If the move will not affect the station record the previous name should be retained so that it can be identified as a continuing station name.

Whenever station names, including sub-names, if any, exceed

23 letters, editing and abbreviation will be necessary to reduce the name to this number of letters whenever possible. In abbreviating, use standard practices as exemplified under abbreviations appendix in Webster's Unabridged Dictionary.

Examples of abbreviations. These examples are for use in the station name column, not in the observer column.

AP - airport
 AF - Air Force
 Awy - airway
 BR - Bridge
 CH - City Hall or Court House
 CR - Creek
 Dep - Department or Depot
 FS - Fire Station or Forest Service
 Fy - Ferry
 FD - Fire Department
 Hq - Headquarters
 Hwy - Highway
 Hd - Head
 Hts - Heights
 Jc - Junction
 Lwr - Lower
 Lh - Lighthouse
 Mt - Mount or Mountain
 Nat - National
 NP - National Park
 NPS - National Park Service
 Obs - Observation, Observatory, or Observer
 PH - Power House
 Pl - Plant
 Pwr - Power
 PO - Post Office
 Pt - Point
 RS - Ranger Station
 Resvr - Reservoir
 Res - Reservation
 Swg - Sewage
 Sch - School
 SCS - Soil Conservation Service
 Sta - Station
 ST - State, Street, or Saint
 Twr - Tower
 U or Uni - University
 Upr - Upper
 Wtr - Water
 Wks - Works
 WL Ref - Wild Life Refugo

Abbreviations in the observer column should be broader, for example:

Civil Aero Adm for CAA
 Natl Park Svc for NPS

6. HYDROLOGIC BULLETIN FILE: A couple of years ago a survey was made to determine the availability of back issues of the Hydrologic Bulletins. This survey showed that a number of these back issues were filed at WRPC's. However, since consolidation of the regions and reduction in the number of WRPC's, it would seem advisable to have certain locations where the bulletins may be available for public inspection.

We would therefore like to have each Section Director, Official in Charge at WRPC's, and Area Engineer answer the following questions, bearing in mind that about three feet of shelf space will be required for each bulletin series:

1. Is it feasible for your office to maintain a complete set of hydrologic bulletins for the river basin or basins in your section or area?
2. Is such a complete set or sets now available in your office?
3. Do you have surplus copies in addition to the complete set or sets for your section or area? If so, how many?
4. Would you be interested in having additional sets for other river basin areas, and if so, for which areas?

7. FORM LETTERS FOR COOPERATIVE OBSERVERS (REFERENCE: CSM NO. 7, ITEM 1): Replies to the referenced item indicated that use of preprinted form letters for substation observers should be continued. WB Forms 5067, 5068, 5069, and 5070 have therefore been revised as a result of the field test and have been issued to Regional Offices for further distribution.

Due to a printing error the block for address is located too high on the form for use in window envelopes with conventional folding. The letters can be used in window envelopes, however, if the first fold is made narrow enough so that the bottom line of the address is $5/8$ inch above the fold.

8. CLIMATOLOGICAL DATA MAPS (REFERENCE: CSM NO. 14, ITEM 8): The largest Climatological Data maps, size 14x19 inches, will be printed in brown on sheets of about 18x24 inches and distributed from the New Orleans Tabulation Unit to the Section Centers and the WRPC's. When desired for a neater presentation of state precipitation charts, these maps may be used by the Sections instead of the smaller bases. The WRPC can reduce them to half size or smaller for printing in the Climatological Data.

GENERAL

9. RECRUITMENT OF SUBSTATION OBSERVERS: The Baltimore, Maryland, Section Center has a smoothly operating method for recruitment of substation observers. When a vacancy occurs three basic steps are followed, and one or more usually are sufficient:

1. Review of prospect and applicant file.
2. Mention of vacancy over regular weather broadcast from the Baltimore office.
3. Publication of item in local newspaper (preferably in weeklies in smaller communities).

Answers to other than that of the new appointee are filed for possible future use. The file is quite important. Reports or records mentioning location of good observer prospects are of no help when later vacancies occur at same station unless specific notes including names of those interested are listed. Notes concerning unwilling persons, past unsuitable observers, etc., are of aid to representatives conducting field search for a new observer.

In another section it has been found desirable to enlist the support of local Chambers of Commerce, giving these organizations considerable latitude in the choice of the observer. This tends toward better continuity of records since the station becomes identified with the town rather than with a particular observer. In some cases the Chamber of Commerce helps the Weather Bureau get rid of a poor observer, and frequently they have a new observer in mind before a resignation takes effect.

10. IDENTIFYING FORMS 1006 AND 1009 WHICH ARE NOT TO BE ROUTED TO THE WRPC: A small number of substation reports are not published in Climatological Data. The suggestion has been made that a notation similar to "Record not published" be stamped on each form before the pad is issued to the observer. This should simplify the handling of these forms at Section Centers.
11. WEIGHING RAIN GAGE AUTOGRAPHIC RECORDS (REFERENCE: CSM NO. 14, ITEM 4): The following summary of authorization to the WRPC's on the disposition of the records is stated for the information of the Section Centers.

Due to the volume of these forms and the critical filing space problems at Section Centers, permission has been granted by the Chief Archivist to destroy them at the WRPC's after one year and after ascertaining that good microfilm copy has been obtained. The Corps of Engineers concur in this plan. The chart records furnished by other agencies are to be returned to those agencies if they do not want them destroyed.

With the exception of unpublished chart record data, the data from these charts appear either in the Hydrologic Bulletin into the year 1948 or in Climatological Data since that time. All current autographic charts are being microfilmed at the end of the year. All the backlog of charts for all stations published and unpublished have been microfilmed. Except for the current year all chart microfilm for the period of record for all stations is at the New Orleans Tabulation Unit.

12. "UNOFFICIAL" STORM DATA IN CLIMATOLOGICAL DATA: The following paragraphs are taken from instructions to WRPC's for preparation of copy for Climatological Data:

"When a storm of flood-producing proportions occurs and the records usually included in Climatological Data will not be adequate to give a clear picture of the intensity and distribution of precipitation, supplemental precipitation data for the storm period will be included in an appendix to the regular monthly bulletin. The Area Engineer will advise the WRPC whenever a storm survey is being instituted. A separate supplemental bulletin will not be prepared for any storm. Isohyetal maps will not be published as it is believed that the users of these data prefer to make their own maps. The contents of the 'unofficial' storm data will be limited to supplemental precipitation data with the following exception. Non-recording gage records which appear in the daily precipitation section of the bulletin should be repeated in the supplemental data only if pertinent notes and times of beginnings and endings for these stations can thus be shown. Synoptic analysis, river stages, and flood damage reports will be omitted.

"All records in the appendix should be identified by name, and also by latitude and longitude (exact location of the gage or other container used in making the measurement and whether the exposure is considered fair or good), when obtainable. In case the exact location of the place of measurement is unknown or the coordinates cannot be verified, the latitude and longitude should be omitted and the approximate location indicated by giving the distance and direction from a post office or other point which can be located readily on maps ordinarily available to users of the bulletin.

"Standard time will be used exclusively throughout the bulletin. Observations made on 'daylight saving' time will be converted to standard time before being included in the unofficial precipitation tabulation. The standard used for each station will be indicated.

"When the storm occurs wholly within a calendar month, the supplemental data will be included in the bulletin for that month. If the storm period extends beyond the end of a month into the following month, supplemental data for the entire storm period will be included in the bulletin for the month in which the storm ends.

In such a case, a note will be placed following Table 3 of the bulletin for the first month stating that additional data for the storm period will be included in the bulletin for the following month.

"When a storm overlaps state boundaries, the records from stations in each state will be included in the appropriate State Bulletin only. A note indicating that supplemental data for the storm period will appear in other Climatological Data should be placed after the supplementary storm data.

"The future demand for data for storm periods will be somewhat greater than for the regular monthly bulletin; therefore, about 25 additional copies of the bulletin (more or less, depending upon the anticipated demand) should be ordered when supplementary storm data are included.

"The following reference note, when appropriate, should be included, following the Station Index:

"This issue contains additional
precipitation data for the storm
of _____ on pages _____."

"Supplementary or 'unofficial' storm data should be headed 'Supplementary Precipitation Data' on the first line and 'For the Period _____ To _____' on the second line, and should be published between Tables 3 and 4 in the Climatological Data."

RE: [unclear]
Merrill Bernard, Chief,
Climatological and
Hydrologic Services

GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 15.

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